

Procedure: <i>Conduct Planning Meeting (Task Proposal Kickoff)</i>	
Issue Date: May 5, 2000	Procedure ID: P-PM-030
Supersedes: March 8, 2000	Rev/Change 2.0

- 1. Purpose:** To define the roles, responsibilities and task assignments for personnel involved in the proposal/planning phase of the project.
- 2. Applicability:** This procedure is applicable to all government and contractor personnel assigned to ATISD.
- 3. Responsibility:** Contractor Project Manager
- 4. Support:** Engineers, Quality Assurance, Configuration Management, Contracts
- 5. Invoked By:** Standard Process

6. Inputs:

Statement of Work (SOW)	S-PM-010
Project Life Cycle	S-PM-150
Rough Estimates	Defined in the Glossary (Appendix G)
List of Risks	Defined in the Glossary (Appendix G)

7. Outputs:

Roles and Responsibilities	S-PM-070
Organizational Chart	Defined in the Glossary (Appendix G)
Action Item List	Defined in the Glossary (Appendix G)
Meeting Attendance Record	S-GP-130
Schedule	Defined in the Glossary (Appendix G)
List of Risks	Defined in the Glossary (Appendix G)

8. Procedures Invoked:

Managing Action Items	P-GP-100
Project Status Meeting	P-GP-030

9. External Procedures Referenced: N/A

10. Procedure Steps:

- a) The Contractor Project Manager fills out the Roles and Responsibilities Form (S-PM-070) and places it in the Project Records. The Project Manager should contact the Quality Assurance Manager for the name of the Quality Assurance Specialist.
- b) The Contractor Project Manager schedules a meeting with all personnel who will be involved in planning the project (Government Program/Project Managers, Engineers, Quality Assurance, Configuration Management, Contracts).

- c) At the meeting the Contractor Project Manager gives the contractor Project Team members the charge numbers to use and the Proposal Schedule.
- d) At the meeting, the Contractor Project Manager provides the Project Team with the Governments's Statement of Work (S-PM-010), the Project Life Cycle Worksheet (S-PM-150) (if applicable), the Operational Concept (if applicable), and the Rough Estimates.
- e) At the meeting, the Contractor Project Manager reviews and updates the role assignments, assigns tasks to Project Team members, discusses risks, determines how the team will be organized and issues a schedule for the proposal effort. (The Project Manager should also begin planning for the structure of the Red Teams to be used later.)
- f) The Contractor Project Team begins using the Action Item system as defined in the Managing Action Items Procedure (P-GP-100). (If the project involves classified action items then a separate security compliant Action Item Tracking system must be established.)
- g) The Contractor Project Manager documents this information on a Meeting Attendance Record (S-GP-130), Action Item List, List of Risks and an Organizational Chart, and places them in the Project Records.
- h) The Contractor Project Manager begins holding project meetings as defined in the Project Status Meetings procedure (P-GP-030) being sure to involve Quality Assurance.

11. Notes:

- a) Team members should record all hours worked, including overtime and uncompensated time!
- b) Proposal Preparation Milestones (maximum allowed time in elapsed working days)

Response Time – Calendar Days	14	30	45	60	90	120
- Working Days	10	21	32	43	65	85
RFP Received	0	0	0	0	0	0
Planning Meeting	1	3	5	6	8	10
Product Design Described (start story boarding)	2	6	10	14	18	22
WBS Customized (start estimating)	4	8	12	16	20	24
Red Team Review (cleanup proposal)	8	16	25	34	54	72
Production Starts	9	19	29	39	60	79
Proposal Delivery	10	21	32	43	65	85

Working days are simply computed as 5/7 times the available calendar days, rounded down.